

# **NARRATIVE FORMS SUPPLEMENT**

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## SIGNATURE PAGE

In accordance with the federal Job Training Partnership Act (JTPA) and the state Family Economic Security Act (FESA), the undersigned Private Industry Council (PIC) Representative and the Chief Elected Official (CEO) or Officials of the above named Service Delivery Area (SDA) have approved the attached JTPA Title II Job Training Plan and JTPA Title III Substate Plan and agree to operate or cause to be operated programs pursuant to this plan. The undersigned certify that they concur with the contents of this plan and agree that this plan shall be funded through subgrants executed between the above-named subgrantee and the State of California and that no such subgrant shall be executed without their concurrence. The undersigned also acknowledge that the unit of general local government, or each unit of general local government that is a member of a consortium described in California Unemployment Insurance Code (CUIC) 15025, shall be liable to the Employment Development Department (EDD) pursuant to CUIC 15050 for all funds not expended in accordance with this division, and shall return to that agency all those funds. This plan consists of this page, the Table of Contents attached, and all of the sections and attachments indicated by an "X" on the Table of Contents. **(Ref: JTPA 103(b); CUIC 15023 (b), 15042, 15046 (7), 15050)**

### Approved for the Private Industry Council

(Signature)

(Date)

(Typed Name and Title)

### Approved for the Chief Elected Official(s)

(Signature)

(Date)

(Typed Name and Title)

Additional required signatures appear on the following page.    Yes \_\_\_\_    No \_\_\_\_

### Approved for the State of California

Bill Burke  
Acting Assistant Deputy Director  
Job Training Partnership Division

(Signature)

(Date)

(Typed Name and Title)

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**SIGNATURE PAGE (continued)**

(Signature)	(Date)	(Typed Name and Title)

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(Signature)	(Date)	(Typed Name and Title)

(Signature)	(Date)	(Typed Name and Title)

(Signature)	(Date)	(Typed Name and Title)

(Signature)	(Date)	(Typed Name and Title)

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### Primary Plan Contact Persons

**Title II Contact:** \_\_\_\_\_

(Name, Title and Telephone)

**Title III Contact:** \_\_\_\_\_

(Name, Title and Telephone)

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<b>Attachments</b>	<b>Attached "X"</b>	<b>Page Number</b>
Joint Powers Agreement, if applicable		
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Public Hearing Comments and Responses, if applicable		
SDA Administrative Entity's Title II and III Monitoring Plan		
List of Service Providers responsible for eligibility determination and verification, if applicable		
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## COUNTY CALWORKs CERTIFICATION

The undersigned, as the authorized representative of a county or consortium of counties all or part of which is included in the Service Delivery Area (SDA) identified above and which has an approved or proposed plan for the employment and training services for public assistance recipients under Article 3.2 (commencing with Section 11320) of Chapter 2 of Part 3 of Division 9 of the Welfare and Institutions Code, does hereby certify that the SDA Job Training Plan or plan modification (as indicated above) is consistent with the County California Worker Responsibility to Kids (CalWORKs) Plan in the provision of sufficient services for registrants under that article. **(Ref: California Unemployment Insurance Code (CUIC) 15006; GCSSP, Welfare and Institutions Code Section 11320-11329.7)**

(Signature)	(Date)	(Typed Name, Title and County)

If any county within the SDA does not certify the Job Training Plan as consistent with the CalWORKs plan, provide an explanation. **(Ref: CUIC 15006; GCSSP, Welfare and Institutions Code Section 11320-11329.7)**

<p>In the absence of the certification by and for the county(ies) previously identified, and as authorized under Section 15006(b) of the CUIC, the undersigned, as the authorized representative of the State Job Training Coordinating Council (SJTCC), does hereby certify that the Job Training Plan for the SDA identified above is consistent with the County Plan(s) in the provisions of sufficient services for registrants under Article 3.2 (commencing with Section 11320) of Chapter 2 of Part 3 of Division 9 of the Welfare and Institutions Code.</p> <p><b>(Ref: CUIC 15006(b))</b></p>		
(Signature)	(Date)	(Typed Name and Title)

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## ADMINISTRATIVE ENTITY AND GRANT RECIPIENT

### A. General Information

#### Administrative Entity:

(Administrative Entity Name and Address)

(Contact Name, Title and Telephone)

#### Grant Recipient (if different than preceding):

(Administrative Entity Name and Address)

(Contact Name, Title and Telephone)

Joint Powers Agency:

Yes \_\_\_\_\_

No \_\_\_\_\_

Official Name of Joint Powers Agency: \_\_\_\_\_

#### SDA Jurisdiction:

Single Unit of Local Government (City) \_\_\_\_\_

Single Unit of Local Government (County) \_\_\_\_\_

Single Unit of Local Government (Charter City  
and County) \_\_\_\_\_

Consortium \_\_\_\_\_

#### Private Industry Council (PIC):

Number of PIC Members \_\_\_\_\_

Incorporated PIC

Yes \_\_\_\_\_

No \_\_\_\_\_

PIC Staff Independent  
of Administrative  
Entity

Yes \_\_\_\_\_

No \_\_\_\_\_



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## ADMINISTRATIVE ENTITY AND GRANT RECIPIENT (continued)

**PIC Staff Address (If different from preceding):**

\_\_\_\_\_  
(Address)

**PIC Staff Contact (if different than preceding):**

\_\_\_\_\_  
(Name, Title and Telephone)

**PIC Chair:**

\_\_\_\_\_  
(Name, Title and Telephone)

## B. PIC/CEO Notification Requirements

Describe the process by which the Service Delivery Area (SDA) notifies its Private Industry Council (PIC) and Chief Elected Official (CEO) of performance issues including cost compliance, funds utilization, performance standards, and final audit determinations. At a minimum, this description should include the method, frequency, and time frames for PIC/CEO notification. Local communication procedures should be in accordance with the provisions detailed in JTPA Directive D95-14 (Rev. 1).

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## GENERAL ASSURANCES

The SDA assures compliance with items A through F.

Yes

### A. PIC Involvement

The PIC and CEO(s) of this SDA assure that the PIC is actively involved in all stages of program planning, policy setting, oversight, evaluation, and implementation. The PIC meeting agendas and minutes of meetings which indicate the extent of the PIC's involvement in the JTPA programs are available for review upon request. **(Ref: JTPA 103(a),(b); 20 CFR 628.410(b); CUIC 15032; GCSSP)**

### B. Joint Planning

The PIC and the CEO(s) of this SDA assure that in accordance with the PIC/CEO Agreement, the PIC determines the procedures for developing the Job Training Plan.  
**(Ref: JTPA 103(b)(1)(A); 20 CFR 628.410(b)(2); CUIC 15032(c))**

### C. Public Review

The PIC and the CEO(s) of this SDA assure that the Job Training Plan and Substate Plan, or a summary thereof have been published in accordance with the requirements of the JTPA 105 and CUIC 15045.

The public hearing, with a minimum ten day advance notice, was held on: \_\_\_\_\_

Comments were received, responses were prepared by the PIC, the CEO(s), or both and those comments and responses are attached to this plan.

Yes

No

### D. SDA Oversight Plan

The SDA assures that a monitoring plan has been developed and approved by the PIC and CEO to review, monitor and evaluate programs in the SDA in accordance with JTPA 103(a), (b)(2), and (f) and 141(1).

### E. Availability of all JTPA Programs

The PIC and CEO(s) of this SDA, while recognizing that participation in the JTPA program is not an entitlement, assure that to the extent that funds are available, all JTPA programs under Title II and III are offered to the eligible populations within the SDA. **(Ref: JTPA 104(b)(2)(B))**

### F. Cost Compliance

The PIC and CEOs of this SDA assure that expenditure of funds allocated to implement job training plans and substate plans will comply with the cost limitations provisions of the JTPA. **(Ref: JTPA 108; 20 CFR 627.435; 20 CFR 631.14)**

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## TITLE II MULTI-SDA LABOR MARKET COORDINATION

### A. Shared Labor Market Area

1. Does the SDA share a labor market area with other SDAs?

Yes

No

2. If yes, identify the SDAs sharing the common labor market area and describe provisions for coordinating assessment needs and problems, access to training and employment opportunities and implementation of employment activities. (Attach additional pages if necessary.) **(Ref: JTPA 104(b)(2); CUIC 15043(b); GCSSP)**

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## TITLE II MULTI-SDA LABOR MARKET COORDINATION (continued)

### B. Contracts

1. This SDA has entered into contracts and/or agreements with other SDAs to pay or share the cost of services. **(Ref: JTPA 141(e)(2))**

Yes

No

2. If yes, list the SDAs with which your SDA has such agreements or contracts and identify the pertinent components of the agreement(s):

SDA	Intake/ Assessment		Education/ Training		Referral/ Placement		Support Services		Shared Costs	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

Additional comments about agreements:

3. Assurance

The PIC and the CEO(s) of this SDA assure that each agreement identified in item 2 describes the provisions established with other SDAs to pay or share the cost of educating, training, or placing individuals participating in JTPA programs, is approved by the PIC.

Yes

No

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## TITLE II LINKAGES

### A. Local definition of "Linkage"

State the PIC-approved local definition of Linkage (Ref: **GCSSP**):

### B. Specific Linkages

1. Standards for Linkages: The PIC and the CEO(s) of the SDA assure that all linkages developed as identified on the charts below, have been established in accordance with the PIC-approved definition of linkage; they are in writing; the elements specified are detailed in the agreements; and the agreements are available for review upon request. (Ref: <b>JTPA 104(b)(4), 205, and 265; 20 CFR 628.545; CUIC15043(d)</b> )	Yes
---	-----

2. CalWORKs: The PIC and the CEO(s) of the SDA assure that the SDA and the county welfare department(s) have mutually and cooperatively planned the level and nature of services to CalWORKs participants; there are agreements in place for the referral and enrollment of CalWORKs participants in accordance with the county CalWORKs plan, and for sharing program and client information. (Ref: <b>CUIC 15043(d); 15006(b)</b> )	Yes
---	-----

3. Agreements with Appropriate Educational Agencies for Title II-C. (Ref: <b>JTPA 265(a)</b> )
--

Name of Local Educational Agencies:	Arrangements include provisions for:			
	In-School	Out-of-school	School-wide Projects	No

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## TITLE II LINKAGES (continued)

### B. Specific Linkages (continued)

4. Arrangements with other education, training, and employment programs authorized by Federal law. (Ref: JTPA 205(b), 265(b))

Required Linkages	Name of agency with which linkages are established:	Linkage for:			
		II-A	II-B	II-C	No
Adult Education Act					
Carl D. Perkins Vocational and Applied Technology Education Act					
Head Start Act (for purposes of child care services)					
Individuals with Disabilities Education Act					
Other JTPA Programs					
Job Corps (JTPA Title IV-B)					
National Apprenticeship Act of 1991					
National Literacy Act of 1991					
Older Americans Act of 1965 (Title V)					
Social Security Act (Part F of Title IV-JOBS)					

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## TITLE II LINKAGES (Continued)

### B. Specific Linkages (continued)

Required Linkages (continued)	Name of agency with which linkages are established:	Linkage for:			
		II-A	II-B	II-C	No
Elementary and Secondary Education Act of 1965 (Parts A through D of Chapter 1 of Title I)					
Rehabilitation Act of 1973					
Stewart B. McKinney Homeless Assistance Act					
Trade Act of 1974					
United States Housing Act of 1937					
Wagner-Peyser Act					

5. Joint programs coordinated with activities supported with assistance made available under the National and Community Service Act of 1990 (if appropriate).

Name of agency with which linkages are established:	Linkage for:			
	II-A	II-B	II-C	No

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## TITLE II LINKAGES (Continued)

### B. Specific Linkages (continued)

6. Other appropriate linkages are required pursuant to JTPA 205(b) and 265(c).  
Are there other required linkages for your SDA?

Yes

No

If yes, complete the chart below.

Other Linkages:	Name of Agency with which Linkages are established:	Linkage for:			
		II-A	II-B	II-C	No

7. Describe how JTPA, Job Service, local education, and county welfare department services are linked, including the use of 8 percent funds, to benefit CalWORKS participants.  
(Ref: **CUIC 15032(f)**, **GCSSP**)

8. Explain and clarify any "No" answers in 3 and 4.



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## TITLE II PROGRAM GOALS AND OBJECTIVES

### A. SDA Goals and Objectives

1. Economic self-sufficiency and local productivity: Describe the manner in which your programs will contribute to the economic self-sufficiency of participants, and the productivity of the local area and the nation. **(Ref: JTPA 104(b)(5)(A); CUIC 15043(e)(1))**

2. SDA Performance Standards: Specify your SDA's performance standards established in accordance with prescribed standards. **(Ref: JTPA 104(b)(5)(B), 106; CUIC 15043(e)(2))**

	Final Standards
Adult Required Measures:	
Follow-up Weekly Earnings	
Follow-up Employment Rate	
Follow-up Earnings - Welfare	
Follow-up Rate - Welfare	

Adult Additional Measures:	
Average Wage Placement	
Entered Employment Rate	
Entered Employment Rate - Welfare	
Follow-up Weeks Worked	

Youth Required Measures	
Employability Enhancement	
Entered Employment Rate	

Youth Additional Measures	
Positive Termination Rate	

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## TITLE II PROGRAM GOALS AND OBJECTIVES (continued)

### A. SDA Goals and Objectives (continued)

3. Does your SDA plan to operate a year-round summer youth training program?  
(Ref: JTPA 254 (a)(2); 20 CFR 628.710(b))

Yes  
-----  
No

If yes, describe your rationale for this decision.

4. Describe the SDA's goals and objectives for its SYETP goals and objectives.  
(Ref: JTPA 255(b); 20 CFR 628.701)

5. Other SDA Goals and Objectives:

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## TITLE II PROGRAM GOALS AND OBJECTIVES (continued)

### B. Needs Assessment Assurance

The PIC and CEO(s) of the SDA assure that a needs assessment based on current Labor Market Information has been conducted and is available for review upon request. The needs assessment includes a description of unemployed, underemployed and "discouraged" workers in the SDA; jobs lost and jobs created in the region; local labor market supplies and migratory patterns; labor force training needs and skills assessment; linkages with small businesses; economic development strategies implemented or planned for the region, and their employment impact; and employment impact; and employment by private industry receiving contracts, loans, industrial revenue bonds, grants, tax abatements or preferential zoning from the local governing body.

In addition, the needs assessment certifies that the needs of the eligible population for child care and other supportive services were considered in developing the needs assessment; organizations which provide these services are identified; and linkages established with service providers respond to the identified needs **(Ref: 20 CFR 628.410(b)(8); CUIC15032(b)(e))**

Yes

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## TITLE II IDENTIFYING AND SELECTING PARTICIPANTS

### A. Eligibility Determination/Verification System(s) Assurance

The PIC and CEO(s) of this SDA assure that an adequate eligibility determination and verification system for all Title II participants has been established and is being maintained. (Ref: JTPA 141(e); 165(c)(2); 167(a)(5); 203(a)), 254(b), 263(a)(c), 604; 20 CFR 628.505, 628.605, 628.702, 628.803; and Directive D97-7.)

Yes

### B. Delegation of Eligibility Determination Responsibilities Declaration

The PIC and the CEO(s) of this SDA delegate responsibility for eligibility determination and verification to one or more service providers. (A list of service provider(s) must be provided in attachment.) (Ref: JTPA 141(i))

Yes

If yes, the PIC and CEO(s) assure and can demonstrate compliance with the requirements for service provider monitoring and corrective action stated in Directive D97-7.

Yes

### C. Documentation and Verification of Eligibility Assurance

The PIC and the CEO(s) of this SDA assure that the eligibility of all persons enrolled in the JTPA Program is verified and documented (i.e., 100 percent verification).

Yes

No

If no, the PIC and CEO(s) of this SDA assure the use of a sampling system for verifying participant eligibility that complies with federal and state sampling requirements. As required by Directive D97-7, attach a description of the sampling system.

### D. Limited Service To Non-SDA Resident Declaration

The PIC and the CEO(s) of this SDA plan to serve non-SDA residents, including homeless individuals unable to prove residency within the SDA and combined efforts by SDAs to serve participants. (Ref: JTPA 141(e))

Yes

No

### E. Services to 14 and 15-Year-Olds Declaration

The PIC and the CEO(s) of this SDA plan to serve 14 and 15-year-olds in the Title II-C In-School Youth program. (Ref: JTPA 263(a)(1)(B))

Yes

No

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## TITLE II IDENTIFYING AND SELECTING PARTICIPANTS (continued)

### F. Hard-To-Serve Individuals

1. Identify those groups which have been locally determined to have special barriers to employment. This list should include any groups identified under "G. Additional Barriers to Employment." (Ref: JTPA 104(b)(6); 203(b)(d); 263(b)(d)(h))

2. The PIC and the CEO(s) of this SDA assure compliance with JTPA 203(b) and 263(b) and (d), which requires that not less than 65 percent of the participants in this program will be "Hard-to-Serve" individuals.

Yes

Provide descriptions of your procedures to comply with the 65 percent hard-to-serve targeting requirements (including procedures for serving those groups identified as having special barriers to employment, above) for both Titles II-A and II-C in the following areas:

3. Describe the planned outreach efforts to recruit and encourage hard-to-serve group members to take advantage of the JTPA opportunities available to them within your SDA.

4. Identify the types of services to be provided to address the special needs of such individuals.

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## TITLE II IDENTIFYING AND SELECTING PARTICIPANTS (continued)

### G. Additional Barriers to Employment Declaration

Indicate whether your SDA has selected an additional barrier for Title II-A adult and the Title II-C in-school and out-of-school programs. (Ref: JTPA 203(d); 263(h); 20 CFR 268.605(d), 628.803(e); Directive D96-5)

Program	Additional barrier selected?		Barrier Selected	Barrier on state-approved list?	
Title II-A Adult Program	Yes	No		Yes	No
Title II-C In-School Youth	Yes	No		Yes	No
Title II-C Out-of-School Youth	Yes	No		Yes	No

For each barrier selected which does not appear on the state-approved list in Directive D96-5, describe why the barrier(s) is a serious barrier to employment within the SDA, and identify what documentation will be used to verify the barrier.

### H. Equitable Service to Women and Minorities Assurance

The PIC and the CEO(s) of this SDA assure that economically disadvantaged women and minorities will be served equitably based on both their representation and determined need for job training within the SDA. Determination of required service rates must be documented. (Ref: CUIC 15003.3)

Yes

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## TITLE II NONTRADITIONAL EMPLOYMENT FOR WOMEN

### A. Nontraditional Occupations

List occupations (in particular, occupations in demand) for your Service Delivery Area (SDA) which meet the definition of nontraditional (i.e., fewer than 25 percent of those employed in the occupation are women) and which would reasonably lead to increased employment, earnings, education, occupational skills, and self-sufficiency for participants.

(Ref: JTPA 104(b)(7)(13)(D); 141(d)(2); CUIC 15043(m)(4))

Occupation	Average Wage	Demand

### B. Goals for Training in Nontraditional Occupations

	PY 1998			PY 1999		
JTPA 104(b)(7)(A)(i); CUIC 15043(M)(4)(a)(I)	Number	% of all women to be trained	% increase over prior year numeric goal	Number	% of all women to be trained	% increase over prior year numeric goal
Training						

### C. Goals for Training-related Placements in Nontraditional Occupations

	PY 1998			PY 1999		
JTPA 104(b)(7)(A)(ii); CUIC 15043(m)(4)	Number	% of all women to be placed	% increase over prior year numeric goal	Number	% of all women to be placed	% increase over prior year numeric goal
Placement						
Apprenticeship						

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## TITLE II NONTRADITIONAL EMPLOYMENT FOR WOMEN (continued)

### D. Efforts to Accomplish Goals

Describe efforts planned to accomplish stated goals. (Ref: JTPA 104(b)(7)(B))



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## TITLE II ASSESSMENT, REFERRALS, SERVICES, COMPETENCIES

### A. Assessment

Describe the assessment process that will identify participant skill levels and service needs.  
(Ref: JTPA 104(b)(9), 204(a), 264(b)(1)(A); 20 CFR 628.510(c), 628.515; CUIC 15043(i))

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## TITLE II ASSESSMENT, REFERRALS, SERVICES, COMPETENCIES (continued)

### B. Information and Referral

1. Assurances

The PIC and CEO(s) of the SDA assure that appropriate referrals will be made of participants who do not meet the enrollment requirements of service provider programs, or who cannot be served by the provider, to training and educational programs that have the capacity to serve them. **(Ref: 20 CFR 628.510(e))**

Yes

2. Describe the information and referral process for applicants and participants. **(Ref: JTPA 104(b)(9)(B), 204(a)(2), 264(b)(2)(B); 20 CFR 628.510(b), 628.530; CUIIC 15043(i)(2))**

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## TITLE II ASSESSMENT, REFERRALS, SERVICES, COMPETENCIES (continued)

### C. Services

Identify which services will be offered in the SDA, by title, and indicate the average estimated duration and cost per participant for each type of service to be offered. (Ref: JTPA 104(b)(9)(c), 204(b), 253, 264(c); CUIC 15043(i)(3))

1. Direct Training Services	II-A	II-B	II-C	Estimated duration (Show weeks or hours)	Estimated cost per participant
a. Basic skills training					
b. Institutional skills training					
c. On-the-job training					
d. Assessment of the skill levels and service needs of the participant					
e. Counseling					
f. Case management services					
g. Education-to-work transition activities					
h. Programs that combine workplace training with related instruction					
i. Work experience					
j. Programs of advanced career training					
k. Training programs operated by the private sector					
l. Skill upgrading and retraining					
m. Bilingual training					
n. Entrepreneurial training					
o. Vocational exploration					
p. Training programs to develop work habits					
q. Attainment of certificate of high school equivalency					
r. Pre-apprenticeship programs					

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## TITLE II ASSESSMENT, REFERRALS, SERVICES, COMPETENCIES (continued)

### C. Services (continued)

Direct Training Services (Continued)	II-A	II-B	II-C	Estimated duration (Show weeks or hours)	Estimated cost per participant
s. Onsite, industry-specific training programs					
t. Customized training					
u. Use of advanced learning technology for education, job preparation, and skills training					
v. Tutoring and study skills training					
w. Alternative high school services					
x. High school or equivalency					
y. Mentoring					
z. Limited internships in private sector					
aa. Training or education combined with community services					
bb. Entry employment experience					
cc. School-to-work transition services					
dd. School-to-postsecondary education transition services					
ee. School-to-apprenticeship transition services					
ff. Preemployment and work maturity skills training					
gg. Other, explain					

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## TITLE II ASSESSMENT, REFERRALS, SERVICES, COMPETENCIES (continued)

### C. Services (continued)

2. Training-Related and Supportive Services	II-A	II-B	II-C
a. Job search assistance			
b. Outreach for Limited-English proficient individuals			
c. Outreach to facilitate the retention of women in nontraditional employment			
d. Specialized surveys			
e. Dissemination of information to employers			
f. Development of job openings			
g. Programs coordinated with other federal employment-related activities			
h. Supportive services, as defined in JTPA Section 4(24)			
i. Needs-based payments and financial assistance			
j. Follow-up services with participants placed in unsubsidized employment			
k. Services to obtain job placements for individual participants			
l. Drug and alcohol abuse counseling and referral			
m. Services encouraging significant adult involvement in program of participant			
n. Cash incentives and bonuses			
o. Other, specify:			

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## TITLE II ASSESSMENT, REFERRALS, SERVICES, COMPETENCIES (continued)

### C. Services (continued)

3. Complete the following for each type of payment to participants.

a. Financial (Ref: 20 CFR 627.310(g); Directive D95-24)

Yes

No

If yes, describe procedures and/or formulas.

b. Needs-Based Payments (Ref: 20 CFR 627.305(b))

Yes

No

If yes, describe procedures and/or formulas.

c. Incentive and Bonus Payments (Ref: 20 CFR 627.305(c))

Yes

No

If yes, specify which individuals are eligible to receive payments, the requirements for the receipt of such payments, and the level and frequency of the payments.

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## TITLE II ASSESSMENT, REFERRALS, SERVICES, COMPETENCIES (continued)

### C. Services (continued)

4. Assurances	
a. The PIC and the CEO(s) of the SDA assure that all the necessary supporting documentation and individual records for such payments are maintained. <b>(Ref: JTPA 165; 20CFR 627.460)</b>	Yes
b. The PIC and the CEO(s) of the SDA assure that the formula or procedure for all payments to participants is applied on an individual basis. <b>(Ref: 20 CFR 627.305(b)(2))</b>	Yes
c. The PIC and the CEO(s) of the SDA assure that the amount of and need for financial assistance and needs-based payments is based on the results of an objective assessment and the amount of payment and need for it is recorded in the Individual Services Strategy of each participant receiving such assistance. <b>(Ref: 20 CFR 627.305(b)(2))</b>	Yes
5. Describe how labor organizations and community-based organizations are involved in the provision of services. <b>(Ref: JTPA 104(b)(9)(C))</b>	

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## TITLE II ASSESSMENT, REFERRAL, SERVICES, COMPETENCIES (continued)

### D. Competency Levels

Describe the competency levels to be achieved by program participants. (Ref: JTPA 104(b)(9)(D), 106(b)(5); 20 CFR 628.410(b)(7); CUIC 15043(i)(4))

1. Adult Competencies (Ref: JTPA 106(b)(3)(E))

2. Youth Competencies (Ref: JTPA 106(b)(4)(A)(i))

### E. Evaluation of Competencies

Describe the procedures for evaluating the progress of participants in achieving competencies. (Ref: JTPA 104(b)(9)(E); CUIC 15043(i)(5))



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## TITLE II PROCEDURES FOR SELECTING SERVICE PROVIDERS

### Service Provider Selection Assurances

The PIC and CEO(s) of the SDA assure that the service provider selection procedures comply with the following <b>(Ref: JTPA 107)</b> :	Yes
1. The primary consideration in selecting agencies or organizations to deliver services within an SDA shall be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance (in accordance with guidelines established by the Secretary), in terms of the likelihood of meeting performance goals, cost, quality of training, and characteristics of participants. In addition, consideration shall be given to demonstrated performance in making available appropriate supportive services, including child care. In complying with this subsection, proper consideration shall be given to community-based organizations as service providers. <b>(Ref: JTPA 107(a))</b>	
2. Funds provided under JTPA shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from federal, state, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the SDA's performance goals. <b>(Ref: JTPA 107(b))</b>	
3. Appropriate education agencies in the SDA shall be provided the opportunity to provide educational services, unless the administrative entity demonstrates that alternative agencies or organizations would be more effective or would have greater potential to enhance the participant's continued occupational and career growth. <b>(Ref: JTPA 107(c))</b>	
4. An occupational skills training program shall not be funded unless the level of skills provided in the program is in accordance with guidelines established by the PIC. <b>(Ref: JTPA 107(d))</b>	
5. Selection of service providers shall be made on a competitive basis to the extent practicable, and shall include:  a. a determination of the ability of the service provider to meet program design specifications established by the administrative entity that take into account the purposes of JTPA and the goals established in the GCSSP.  b. documentation of compliance with procurement standards established by the Governor under Section 164, including the reasons for selection. <b>(Ref: JTPA107(e))</b>	

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## TITLE II FISCAL CONTROL AND FUND ACCOUNTING

### Fiscal Control and Fund Accounting Procedures

Provide a brief summary of your SDA procedures for each of the items noted below.  
**(Ref: JTPA 104(b)(12); 164; 20 CFR 627.475, 627.481(c), 628.420(b)(3); CUIC 15043(I); D97-11 (Debt Collection), D97-6 (Procurement), D95-25 (Monitoring), 86-8 (rev 1) (Audit)**

1. Procurement Procedures. Include your procedures for selecting service providers and consider past performance regarding training, basic skills training or related activities, fiscal accountability; and ability to meet performance standards; and ability to provide services that can lead to achievement of competency standards for participants with identified deficiencies.
2. Fiscal Monitoring
3. Management Information Systems
4. Accounting
5. Audit
6. Debt Collection

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## TITLE II COMPLIANCE WITH SECRETARY OF LABOR'S GOALS

Discuss how the SDA will comply with the Secretary of Labor's program goals as outline in the planning guidance. **(Ref: 20 CFR 628.420(b)(2); TEGL 4-95)**

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## COMPLIANCE WITH GOVERNOR'S COORDINATION CRITERIA

(Ref: JTPA 104(b)(3); 20 CFR 628.205; CUIC 15043(c))

Coordination Criteria	If previously described in plan, note page number(s) where referenced.	Attached	N/A
1. PIC involvement in planning, policy, oversight, evaluation, and implementation			
2. Job Training Plans will assure that a needs assessment responds to local needs			
3. Cooperative generation and sharing of local labor market information			
4. Representatives of the other employment and training programs are actively involved			
5. Description of coordination and operational linkages with other federal programs			
6. Coordination of Title III programs with other state and local retraining programs			
7. Mutual and cooperative planning for CalWORKs participants			
8. Locally identified barriers to employment and coordination with agencies serving identified groups			

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### GOVERNOR'S COORDINATION CRITERIA COMPLIANCE (Continued)

Coordination Criteria	If previously described in plan, note page number(s) where referenced.	Attached	N/A
9. Availability of all JTPA programs under Title II and Title III			
10. Multi-SDA labor market areas			
11. Linkages with public or private economic development (EDC) agencies and general purpose business organizations			
12. Carl D. Perkins Vocational and Applied Technology Act (VATEA) of 1990 and Title II coordination			
13. Carl D. Perkins Vocational and Applied Technology Act (VATEA) of 1990 and Title III coordination			
14. Wagner-Peyser Act coordination			
15. Nontraditional employment for women coordination			

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## TITLE II ANNUAL REPORT PROCEDURES ASSURANCE

The Private Industry Council (PIC) and the Chief Elected Official(s) (CEO) of this Service Delivery Area (SDA) assure that procedures have been established for the preparation of the annual report to the Governor. The SDA further assures the report will be submitted along with the program year final quarterly Management Information Systems reports, in accordance with JTPA 104(b)13 and CUIC 15043(m). The annual report shall include:

Yes

1. a description of activities conducted during the program year;
2. characteristics of participants;
3. information on the extent to which applicable performance standards were met;
4. information on the extent to which the SDA has met the goals of the area for the training and training-related placement of women in nontraditional employment and apprenticeships; and
5. a statistical breakdown of women trained and placed in nontraditional occupations, including information regarding -
  - the type of training received, by occupation;
  - whether the participant was placed in a job or apprenticeship and, if so, the occupation and wage at placement;
  - the age of the participant;
  - the race of the participant; and
  - retention of the participant in nontraditional employment.

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### TITLE III ASSURANCES

The substate area (SSA) assures compliance with items A through Q. N/A may be marked only for those areas where the optional N/A box is provided.

Yes

#### A. PIC Involvement

The PIC and the CEO(s) assure that the PIC is actively involved in all stages of program planning, policy setting, oversight evaluation and implementation. **(Ref: JTPA 313(a); CUIC 15032, 15076; GCSSP)**

#### B. Delivery of Service

The PIC and the CEO(s) assure that the SSA has developed written procedures for delivering the required services to eligible dislocated workers. These services include: the provision of rapid response activities; basic readjustment activities including supportive services; retraining activities; needs related payments and coordination with the unemployment compensation system, which is the Employment Development Department. **(Ref: JTPA 314(a)through(f))**

#### C. Performance Goals

The PIC and the CEO(s) assure the SSA will plan to achieve or exceed their predetermined performance goals as set forth by the Department of Labor (DOL). The JTPA 106(c)(1). This will be documented in the Title III Participant Plan Summary page.

#### D. Administrative Entity

The PIC and the CEO(s) assure that EDD received the name of the administrative entity which shall receive from the State the 60-day notice as required to be given to units of local government pursuant to the federal Worker Adjustment and Retraining Notification Act (WARN), Public Law 100-379. **(Ref: CUIC 15076(k))**

#### E. Eligibility Determination and Verification System

The PIC and the CEO(s) assure that a written identification, eligibility determination and verification system for all Title III participants has been established and is maintained. In conjunction with the local EDD, the system provides for the identification of eligible workers in accordance with JTPA 301(a), 311(b)(4) and 314(h) of the Act. In addition, the system provides for the determination and verification of citizenship/right to work, compliance with Military Selective Service Act registration requirements, and any other applicable program-specific eligibility requirements. **(Ref: JTPA 313(b)(2); CUIC 15076(a))**

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### TITLE III ASSURANCES (continued)

#### F. Services Only to Eligible Dislocated Workers

The PIC and the CEO(s) assure that services under Title III will only be provided to eligible dislocated workers except as may be provided to additional dislocated workers pursuant to the provisions and restrictions in JTPA 311(b)(4). In addition, to the extent that adequate Title III funds are available, the PIC and the CEO assure that services under Title III will not be denied to an eligible dislocated worker displaced by a permanent closure or substantial layoff within the SSA regardless of the state of residence of such worker. **(Ref: JTPA 311(b))**

#### G. Trade Act Coordination

The PIC and the CEO(s) assure that the SSA will coordinate with the local UCS to ensure that services are integrated with services and payments made available under Chapter 2 of Title II of the Trade Act of 1974 **(Ref: CUIC 15076(I))**

#### H. Carl D. Perkins Coordination

The PIC and the CEO(s) assure that the SSA will coordinate services with the Carl D. Perkins Vocational and Applied Technology Act of 1990. **(Ref: GCSSP)**

#### I. Involvement of Other Parties

The PIC and the CEO(s) assure that the SSA will have a written description of the methods by which the other parties to the agreement described in JTPA 312(b) may be involved in activities of the substate grantee, if applicable. **(Ref: JTPA 313(b)(8))**

N/A

#### J. Labor Organizations

The PIC and CEO(s) assure that the SSA will document the involvement of labor organizations in the development and implementation of dislocated worker programs and services. The PIC and CEO(s) assure that there will be consultation with affected labor organizations, in the case of any assistance program which will provide services to a substantial number of members of these labor organizations. **(Ref: JTPA 313(b)(4); CUIC 15076(e))**



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### TITLE III ASSURANCES (continued)

#### K. Determination of Job Opportunities

The PIC and CEO(s) assure that there will be a determination of job opportunities which exist within the local labor market area or outside the labor market area for which dislocated workers could be retrained, and a determination of what training for identified employment opportunities exist or could be provided with the local area. This determination shall be undertaken by use of both of the following: (1) The State Local Cooperative Labor Market Information Program established in CUIC Section 15074 and (2) As appropriate, representatives of the Employment Training Panel in accordance with its functions pursuant to Chapter 3.5 (commencing with Section 10200) of Part 1 of Division 3, and representatives of the Department of Commerce (Trade and Commerce Agency) as provided in Article 3.5 (commencing with Section 15340) of Chapter 1 of Part 6.7 of Division 3 of the Government Code. **(Ref: CUIC 15076(b))**

#### L. Employment Development Department

- |   |     |
|---|-----|
| 1. The PIC and CEO(s) assure that there is written procedure in place for informing eligible dislocated workers of training, opportunities. This process shall be coordinated with local EDD offices. <b>(Ref: JTPA 314(f) CUIC 15076(c))</b>                   |     |
| 2. If applicable, the PIC and CEO(s) assure that they have an approved method for contracting with EDD in order to provide funding for special services the SDA is to provide under the local dislocated worker assistance program. <b>(Ref: CUIC 15076(h))</b> | N/A |

#### M. Neighboring Jurisdictions Coordination

The PIC and CEO(s) assure that there is a system for coordination with neighboring jurisdictions in cases of plant closings or mass layoffs which cross substate areas. <b>(Ref: CUIC 15076(i))</b>	N/A
---	-----

#### N. Coordination with Other Systems

The PIC and CEO(s) assure that the SSA has on file a statement of the means whereby coordination with other appropriate program services and systems will be affected, particularly where such coordination is intended to provide access to the services of such other systems for program participants at no cost to the worker readjustment program. **(Ref: JTPA 313(b)(10))**

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### TITLE III ASSURANCES (continued)

#### O. Service Provider Selection Procedures

The PIC and CEO(s) assure that the SSA has written procedures in place consistent with JTPA Section 107 for selecting service providers which take into account past performance in job training or related activities, fiscal accountability, and the ability to meet performance standards. **(Ref: JTPA 313(b)(6))**

#### P. Utilization of Existing Resources

The PIC and CEO(s) assure that the substate grantee will provide for: (1) a program for dislocated workers assistance drawing, as appropriate, upon existing facilities and resources, which may include, but not be limited to, all of the following: (a) job search assistance, (b) job development, (c) support services such as financial and personal counseling, child care and related child services, and assistance in obtaining equipment and supplies necessary for retraining or new employment, (d) relocation assistance, if it is determined that an eligible individual cannot obtain employment in the commuting area and has secured suitable long duration employment or a bona fide job offer, (e) pre-layoff assistance and (f) programs conducted in cooperation with employers or labor organizations to provide early intervention in the event of closures of plants or facilities; (2) training in job skills for which demand exceeds supply, including, where feasible, job training administered by the Employment Training Panel pursuant to Chapter 3.5 (commencing with section 10200) of Part 1 of Division 3; and (3) commuting assistance, consistent with the Displaced Worker Transportation Program established pursuant to Section 14002.5 of the government code. **(Ref: CUIC 15076(d))**

#### Q. Program and Fiscal System

The PIC and CEO(s) assure that the SSA has a system of program and fiscal accountability to ensure maximum benefit from the expenditure of federal and state funds which is consistent with procedures established in the state job training plan pursuant to JTPA section 121. The system will include, at a minimum, the following: (1) Performance goals and standards established by the State Job Training Coordinating Council including standards for: (a) placement and retention in unsubsidized employment and (b) earnings and wages; (2) written procedures for reporting on the outcome of the program which include all of the following: (a) a description of activities conducted and the extent to which the activities conducted achieved relevant performance goals (a year-end narrative) and (b) the characteristics of the participants and (3) fiscal controls, accounting, audit and related provisions. **(Ref: CUIC 15076(j))**

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### TITLE III NARRATIVE

Provide narrative descriptions for each of the following (Ref: JTPA 313, CUIIC 15076):

- A. Methods by which the SSA will respond to worker dislocation where rapid response assistance is inappropriate (e.g., worker dislocation in sparsely populated areas), which may include (but is not limited to):
1. widespread outreach mechanisms;
  2. financial evaluation and counseling to assist in determining eligibility and the type of services needed;
  3. initial assessment and referral for further basic readjustment and training; and
  4. establishment of regional centers for outreach, assessment, and early readjustment assistance.
- B. Procedures to assess participants':
1. current educational and occupational skill levels; and
  2. needs, including each of the following: a) training, b) education, c) employment, d) social services.
- C. Methods for allocating resources to provide the services recommended by rapid response teams.
- D. Service and activities to be provided.
- E. Involvement of participants in program delivery, including, as appropriate, paid employment for these individuals in providing services under the program.
- F. Use of services and resources from other sources, public and private, and specific procedures for coordination with other resources to maximize services to dislocated workers and their families and to increase employment and training opportunities. Examples of other programs include:
1. other employment and training and educational services;
  2. social services, including child care and related children's services;
  3. housing programs, including low income weatherization and home energy conservation programs;
  4. transportation related programs, including highway, bridge and mass transit construction and repair;
  5. other programs related to infrastructure development and repair; and
  6. economic development programs deemed applicable.

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### TITLE III RETRAINING WAIVER

This SSA requests a waiver of the 50% requirement for retraining expenditures. **(Ref: JTPA 315(a)(2))**

Yes

No

If yes, the percentage of the total Title III allocation this SSA plans to expend for retraining (must be at least 30 percent) is:

%

If yes, explain the rationale for your request.

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## ATTACHMENTS